

Awards Presentation

The AGC/WSDOT Lead Team will contact the winning project teams and present the **Partnership for Excellence in Contract Administration** awards during the annual AGC/WSDOT Joint Meeting and the WSDOT annual Statewide Project Engineer's Conference.

Application Package

Each entry must include the following:

1. A single completed nomination form signed by both the Contractor and the Project Engineer.
2. A brief overview of the nominated project.
3. A brief narrative from the Project Engineer and the Project Manager summarizing how they were able to achieve the key categories described in the brochure (finalist may need to provide additional information, possibly written or via a conference call).
4. Appendices representing additional pertinent information in support of the narrative presentation such as pictures, newspaper articles, newsletters, letters from the public, test results, etc.

Note: The nomination package may be in black and white or color and is preferred to be either stapled together once or to be in a single clear report cover with "Grip Strip" binding. Ring binders, notebooks, spiral binders, or other similar bindings are specifically disallowed.

The nomination package may also be submitted via the Internet to: dubigkr@wsdot.wa.gov

Contact

For any questions regarding the award or the award process:

Randy Dubigk
WSDOT Construction Office
(360) 705-7833
dubigkr@wsdot.wa.gov

or

Van Collins
Associated General Contractors
(253) 272-7725
vcollins@agcwa.com

Nomination Form

Form may also be accessed at
<http://www.wsdot.wa.gov/biz/construction/MoreAdmin.cfm#Excellence>

"Partnership for Excellence in Contract Administration" Award

Project Name: _____

Contractor Name: _____

Project Engineer: _____

Date Project Accepted: _____

Category of Award (please circle one category):

Eastern Washington

- Projects Less than \$2,000,000
- Projects Greater than \$2,000,000

Western Washington

- Projects Less than \$2,000,000
- Projects Greater than \$2,000,000

Statewide

- Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team

Brief Overview of Nominated Project

Description of Team's Accomplishment That Warrants This Nomination

(Please Attach Overview and Narrative)

Appendices

(Please Attach Appendices, 13 Reproducible Items Maximum)

WSDOT Applicant Team Signature

Contractor Applicant Team Signature

Completed nomination form, overview, narrative, and any appendices must be received on or before October 30, 2006.

Mail or e-mail to:

Partnership for Excellence in Contract Administration Award
c/o Randy Dubigk
Construction Documentation Engineer
Washington State Department of Transportation
PO Box 47354
Olympia, WA 98504-7354
dubigkr@wsdot.wa.gov

Partnership for Excellence in Contract Administration



Bob Pipinich, Project Manager, Gary Merlino Const. Co. Inc., and Julia Mizuhata, P.E., WSDOT Project Engineer, Northwest Region, winners of the 2005 Partnership for Excellence in Contract Administration, Western Washington projects greater than \$2,000,000.

2006

Recognizing Excellence in Contract Administration A Joint AGC-WSDOT Award

Partnership for Excellence in Contract Administration

Award Mission

"Recognize and encourage extraordinary achievement by the Contractor-WSDOT partnership responsible for delivering transportation projects in a timely, professional, and responsive manner while also considering the needs of others who are affected by the project."

Key Elements

Key elements of effectiveness include a partnered atmosphere with empowered project team members who are able to recognize and overcome obstacles, initiate effective public involvement, maintain effective and open communication between all stakeholders, and streamline project administration where appropriate.

Eligibility

To be eligible for an award, the team's accomplishments must be nominated for a project that has been Accepted by WSDOT in accordance with 1-05.12 of the *Standard Specifications* **on or before October 16, 2006**. In addition, those projects that have been granted Physical Completion by this date or have been granted Substantial Completion with only Plant Establishment work remaining, may also be nominated provided both the Contractor and WSDOT team leaders state in the nomination package that there are no outstanding or unresolved project issues.

Projects completed before October 16, 2006, may be submitted as soon as they meet eligibility requirements shown above. The WSDOT Construction Office will keep them on file until final judging.

Evaluation Criteria

The following are six (6) categories for the *Partnership for Excellence in Contract Administration* awards. Each category will be weighted 100 points each for a total of 600 points possible.

Customer Focused Administration

- Effectively mitigates impacts to the public, adjacent businesses, and residents.
- Employs an effective public involvement program.
- Effectively communicates the project and its impacts with stake holders and customers.

- Establishes effective means for community recognition of the project, the difficulties the project faces, the team's efforts and team successes in overcoming those challenges.
- The use of innovative approaches to savings in time, project costs, or lessening of impacts.
- Effective use of subcontractors and/or resource support groups.

Innovative Problem Solving

- Extraordinary obstacles overcome in the delivery of the project.
- Extraordinary coordination and/or cooperation with other work on or adjacent to the project.
- Disputes that are resolved to the benefit of all parties and customers.
- A team that is focused on outcomes rather than process.
- A team who utilizes an effective disputes resolution process.
- Upon submittal of a nomination, there are no outstanding disputes.
- The speed at which problems are resolved or the ease of their resolution.

Overcoming Extraordinary Challenge

- Emergency contracting.
- Special or unique features that were encountered.
- Use of unique construction methods.
- The team's ability to overcome adversity.
- Something extraordinarily different about this project than work on an adjacent project or previous efforts.
- A uniqueness of the project itself or some aspect of implementing or delivering the project

Effective Contract Administration

- Effective administration of change orders.
- Materials Documentation requirements that are provided early.
- Materials Documentation that is received timely with the product prior to its installation.
- The Region's ability to manage and certify materials used in a timely manner.
- Timeliness of the project's materials and other required contract paperwork.
- Shop drawings and other submittals are provided early and are complete.
- Ability to close the project in a timely manner, all Affidavits of Wages Paid are submitted.
- Open and frank contractor and PE evaluations indicating good performance.
- Effective assistance provided to each other in support of these goals.

Timely Completion of Project

- All aspects of the work are completed in a timely manner from paperwork to project completion.
- Effective use of project schedules.
- Environmental issues are effectively addressed.
- Compliance with labor requirements by both the prime and subs.
- The progress of work is enhanced in some manner.
- Effective or innovative management of traffic in an effort to reduce impacts and expedite project completion.

Safety

- Employs effective worker safety.
- Employs effective protection of the public's safety.
- Effectively uses the various safety tools and devices available.
- Effective measurement and responsiveness for accidents occurring on the project for both internal project personnel or external accidents involving the public.

Selection Process

Nomination applications for the awards outlined in this announcement must address the specific criteria identified by each category above. All nominations ***must be received on or before October 30, 2006.***

Awards to Be Presented

A panel of impartial judges will review all nominations submitted for a possible award announcement for the category submitted. However, at the panel's discretion, and upon review of the applications submitted, a decision may also be reached to forego an award altogether for a particular category. The five (5) categories for a possible award announcement are:

2 Awards – Eastern Washington

- 1 Award – Projects Less than \$2,000,000
- 1 Award – Projects Greater than \$2,000,000

2 Awards – Western Washington

- 1 Award – Projects Less than \$2,000,000
- 1 Award – Projects Greater than \$2,000,000

1 Award – Statewide

- Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team